



HumanitiesDC

Capacity Building Grant Workshop

March 20, 2023

April 18, 2023

Outline

- Introductions
- Purpose of this workshop
- About HumanitiesDC
- Grant program details
- Application details
- Q&A

Workshop Purpose

- Provide more detail about the grant program
- Highlight key aspects of the application
- Give prospective applicants the opportunity to discuss their ideas
- **Does not include all requirements and necessary information**

Tell us a Little About Yourself

- Name
- Organization Affiliation

About HumanitiesDC

- The Humanities Council of DC, affiliated with the National Endowment for the Humanities
- “helps all Washingtonians, and others connected to the District of Columbia, deepen their relationships with the city and each other through the sharing of unique and universal stories, the fostering of intellectual stimulation, and the promotion of cross-cultural understanding”
- “community-informed grantmaking to invest in local scholars, experts, and organizations, as well as engaging all residents through partnership-based public programming”

Grant Overview

- Non-program grant to grow capacity of organization
- Up to \$25,000 per award
- Project Period: July 3, 2023 – March 3, 2024
- Full grant awarded at the beginning of the project period
- Application deadline: May 2, 2023, at 5:59pm ET
- Grant funds projects to help strengthen capacity and sustainability of humanities-focused nonprofits to advance their mission and serve communities across DC

Applicant Eligibility

- Humanities-focused, DC-based nonprofits with budgets of less than \$2 million
 - anthropology; archaeology; art history/criticism/appreciation
 - comparative religion; ethics; history; jurisprudence
 - language; linguistics; literature; philosophy; preservation
- Fiscal sponsorships are not allowed
- Cannot have open Capacity Building grant

Project Examples

- Identify a communications strategy
- Improve volunteer recruitment
- Ensure thoughtful leadership succession
- Update technology
- Improve outcome measurement
- What does your nonprofit need to achieve the mission?

Grant Requirements

- Valid EIN and UEI numbers
- Based in Washington, DC (with a DC address; not PO Box or UPS)
- Document all grant expenditures
- Changes to scope of approved grant or budget must be requested in writing
- Submission of an interim and final report
- Accessibility guidelines must be followed if your organization has 15+ employees AND/OR uses grant funding for public events

Some Required Elements

- Organization Profile – to demonstrate your connection to the humanities and to DC
- Description of activities – to show how you will use grant funds to accomplish your strategic goal(s)
- Key personnel – who ensure your organization's success

Some Required Elements, cont.

- Measuring success – what does success mean to you and how will you know you've achieved it?
- A project budget and budget narrative – based on allowable costs sufficient to carry out project

Grant Costs

Awarded grant funds are applied to capacity building expenses

The grant CAN fund:

- Salary
- Consulting fees
- Rent
- Utilities
- Information technology
- Administrative fees

The grant CANNOT fund:

- Food and beverages
- Tuition and scholarships
- Debt reduction
- Re-granting
- Funding to foreign or domestic government agencies

Strategies for Successful Applications

- Break down the categories on the budget table into individual expenses on the budget narrative
- Clearly state the goal of your proposal and how it will be achieved
- Anticipate and answer questions reviewers might have
- Have someone unconnected to the proposal provide feedback before submitting it
- Do not include letters of support from organizations or individuals not directly involved in the proposal

Applicant Resources

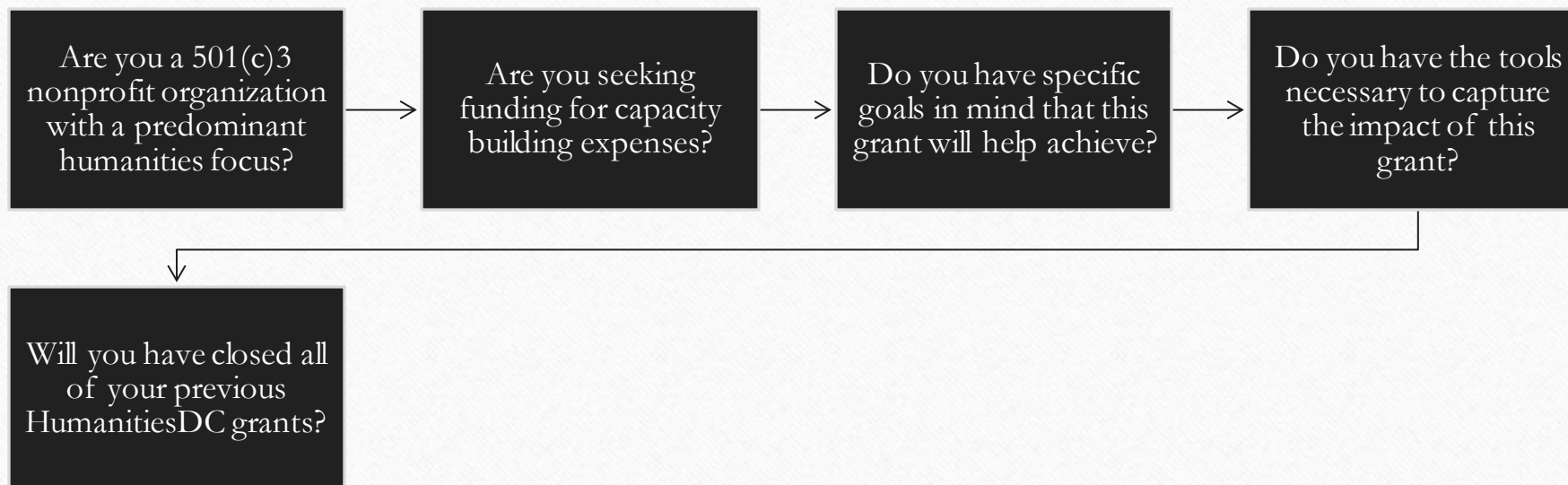
- Live workshops, workshop recordings and presentations
- RFP (Request for Proposals) and application questions
- FAQ document
- Tips on using Foundant (the application portal)
- Office hours (one-on-one 30-minute assistance calls)

Key Links & Contacts

- <https://humanitiesdc.org/grant-opportunities/>
- <http://grantapplication.wdchumanities.org>
- Hillary Steen, Community Grants Manager: hsteen@humanitiesdc.org

Before You Apply...

Consider the questions:



How to Submit the Application

- When you are ready to begin your application go to <http://grantapplication.wdchumanities.org> (note the slightly different domain)
- Create a new profile for you and your organization if this is your first time applying for a HumanitiesDC grant.
- Click on Apply when you are at your Applicant Dashboard. Be sure to select the correct grant opportunity from the list (several are similarly named).

Q&A
